

Amended by Annual Congregational Meeting, Feb.3, 2017

**Constitution and By-Laws of
The Congregational Church of Belmont, California**

CONSTITUTION

ARTICLE I - Name and Organization

NAME

The name of this church is and shall be THE CONGREGATIONAL CHURCH OF BELMONT United Church of Christ

ORGANIZATION

This church is a religious corporation, incorporated under the laws of the State of California on January 12, 1955.

ARTICLE II - Object

The object of this church shall be to bind together followers of Jesus Christ for the purpose of sharing in the worship of God and in making God's will dominant in people's lives, individually and collectively, especially as that will is set forth in the life, teaching, death, and resurrection of Jesus Christ.

ARTICLE III - Government

The government and property ownership of this church are vested in its members who control its affairs according to their understanding of the Word of God. This church is subject in legal matters to the Articles of Incorporation granted it by the Secretary of State of the State of California, to the laws of the State of California and its political subdivisions, to this Constitution and to any by-laws adopted hereunder. This church is not accountable to any other ecclesiastical body. It accepts the privileges and responsibilities of the free fellowship of the United Church of Christ, the Northern California Nevada Conference and the Golden Gate Association of the United Church of Christ. The official year shall begin on January first. All officers shall assume their duties upon election and continue in office until the successors are elected.

ARTICLE IV - Faith

This church acknowledges Jesus Christ as its head and finds in the Holy Scriptures, interpreted by the Divine Spirit through reason, faith, and conscience, its guidance in matters of faith and discipline.

We believe in the freedom and responsibility of the individual soul and the right of private judgment. We join with the Fellowship of the United Church of Christ in the Statement of Faith adopted by the General Synod of the United Church of Christ, not as a test, but as an expression of the spirit in which the church interprets the Word of God.

1
2 **STATEMENT OF FAITH**
3

4 We believe in God, the Eternal Spirit, who is made known to us in Jesus, our
5 brother, and to whose deeds we testify: God calls the worlds into being, creates
6 humankind in the Divine image and sets before us the ways of life and death.
7

8 God seeks in holy love to save all people from aimlessness and sin.
9

10 God judges all nations and all humanity by that will of righteousness declared through
11 prophets and apostles.
12

13 In Jesus Christ, the man of Nazareth, our crucified and risen Lord, God has come to us
14 and shared our common lot, conquering sin and death and reconciling the whole
15 creation to its creator.
16

17 God bestows upon us the Holy Spirit, creating and renewing the Church of Jesus Christ,
18 binding in covenant faithful people of all ages, tongues, and races.
19

20 God calls us into the Church to accept the cost and joy of discipleship, to be servants in
21 the service of the whole human family, to proclaim the Gospel to all the world and resist
22 the powers of evil, to share in Christ's baptism and eat at his table, to join him in his
23 passion and victory.
24

25 God promises to all who trust in the Gospel forgiveness of sins and fullness of grace,
26 courage in the struggle for justice and peace, presence of the Holy Spirit in trial and
27 rejoicing, and eternal life in that kingdom which has no end.
28

29 Blessing and honor, glory and power be unto God. Amen
30

31 **ARTICLE V - Covenant**
32

33 The Covenant by which the church exists as a distinct body, and which every
34 member accepts, is as follows:

35 I make this covenant with God and the members of this church.

36 I am here to seek God's truth and guidance for my life.

37 I will support this church with my time, my resources, and myself.

38 As God has shown love to me through Jesus, I will share this love with others.
39

40 **ARTICLE VI - Mission Statement**
41

42 As members of the Congregational Church of Belmont, United Church of Christ,
43 we accept each other's diversity and remain open to one another's spiritual
44 interpretations as we strive to:

45 - Worship together seeking spiritual growth, inspiration and inner peace;

46 - Develop a close relationship with God;

47 - Experience the joys and risks of allowing God to work within each of us;

48 - Be aware, with humility and love, of the individual struggles and joys
49 within our collective lives;

50 - Minister faithfully and effectively to one another as an extended
51 family within the local community;

- 1 - Do justice in the world God loves;
- 2 - Practice inclusiveness and openness to provide a sense of worthiness
- 3 and acceptance of all people;
- 4 - Enable each of us to live a meaningful life.

5 We undertake this mission with the help of Jesus Christ.

6

7 **ARTICLE VII - Membership**

8

9 QUALIFICATIONS

10

11 Any person who gives evidence of desiring to live a Christian life and who is in harmony
12 with the spirit and methods of this church may be received into membership on
13 recommendation of the minister or the Board of Deacons (or Church Council) and
14 confession or reaffirmation of faith or on the submission of a Letter of Transfer from
15 another church.

16

17 RECEPTION

18

19 Applicants for membership shall be received into fellowship upon public acceptance of
20 the church's covenant with the response of the congregation. They shall be received at a
21 communion service or at such other times as the minister may deem practicable. Any
22 who are unable to attend in public may be received in absentia by representatives of the
23 Board of Deacons (or Church Council) acting on behalf of the church.

24

25 CLASSIFICATIONS

26

27 An Active Member is one who attends the worship of the church, partakes of its
28 fellowship, upholds its government, shares its support, and is eligible to vote at all
29 congregational meetings.

30

31 An Inactive Member is one who has been transferred to an inactive list by the action of
32 the Board of Deacons (or Church Council) as provided hereinafter, and is able to
33 express opinions at any congregational meeting, but may not vote.

34

35 An Associate Member is one who is residing in the community who for good and valid
36 reasons desires to retain membership in another church but who otherwise qualifies as
37 an active member. He or she may be received into this church as an Associate Member
38 with the rights and privileges of an active member so long as they reside in the
39 community. An Associate Member is able to express opinions at any congregational
40 meeting, but may not vote.

41

42 TERMINATION AND CHANGES IN STATUS

43

44 A. A letter of transfer on behalf of a member shall be sent to another specifically named
45 Christian church only upon the request of that church or by request of that member. The
46 Board of Deacons (or Church Council), or minister acting for the church, will authorize
47 the issuance of the letter. Membership shall cease upon date of mailing of letter of
48 transfer.

49

50 B. If, because of change of faith or for other reasons not involving unchristian conduct, a
51 member in regular standing requests in writing to be released from our covenant

1 obligation, the church shall patiently endeavor to secure the member's continuance in its
2 fellowship; failing in such effort, the Board of Deacons (or Church Council) or minister
3 may grant the request and terminate such membership.
4

5 C. Members who for a period of one year, in spite of repeated contacts, have not
6 attended the church nor contributed to its support may, by vote of the Board of Deacons,
7 be transferred to an inactive list. From the date of such transfers, these persons shall
8 cease to be reported on the active membership rolls.
9

10 D. Persons on the inactive list may be restored to active membership by the Board of
11 Deacons (or Church Council).
12

13 E. Any person whose status has been changed as provided above shall be notified by
14 the Clerk if possible.
15

16
17 **ARTICLE VIII - Officers**
18

19 The officers of this church shall be the Pastor(s), Moderator, Vice-Moderator, Clerk,
20 Treasurer, Chair of Trustee.
21

22
23 **ARTICLE IX - Church Council**
24

25 Section 1. Purpose
26

27 The Church Council shall be an executive body which shall act on behalf of the church
28 membership. **The lay members of the Church Council shall also form the Board of**
29 **Directors of the Church Corporation.** Specific duties shall be set forth in the by-laws.
30

31
32 Section 2. Membership
33

34 The Church Council shall consist of: Moderator, Vice-Moderator, Minister(s), Clerk, chair
35 or a designated alternate from each board and **one to** three delegates at large.
36 Delegates at large shall each be elected for a term of three years at the Annual Meeting.
37

38 **ARTICLE X - Boards**
39

40 The church shall have the following boards:

- 41 Deacons
 - 42 Trustees
 - 43 Christian Education
 - 44 Social Action
 - 45 Communications
- 46

47 The duties and responsibilities of each board are outlined in ARTICLE III of the bylaws.
48

49 **ARTICLE XI - Committees**
50

51 Section 1. Standing Committees

1
2 The standing committees of this church and the Board to which they report shall
3 be:

- 4
- 5 a. Building and Grounds (Trustees)
- 6 b. Pastoral Relations (No Reporting Requirements)
- 7 ~~c. Nominating (Council)~~
- 8 d. Altar Guild (Deacons)
- 9 e. Music (Deacons)

10
11
12 Section 2. Other Committees

13
14 Any other committees as may from time to time be deemed necessary may be
15 created by the Church Council or at any regular meeting of the church.

16
17 **ARTICLE XII - Auxiliary Organizations**

18
19 The church regards as integral parts of itself all organizations formed for the purpose of
20 carrying on the work of the church. All auxiliary organizations shall be approved by the
21 Church Council and function under its general oversight. They shall make a yearly report
22 to the church in writing at the Annual Meeting and at such other times as the church may
23 request. All such organizations functioning at the time of this adoption of the Article
24 shall be deemed approved.

25
26
27 **ARTICLE XIII - Services, Meetings, Election and Regulations**

28
29 Section 1. Services of Worship

30
31 A. Services of worship shall be held at given hours each Sunday except when
32 temporarily suspended by vote of the church.

33
34 B. The church recognizes the sacraments of the Lord's Supper and Baptism. Baptisms
35 shall be administered at such time as the minister or, in the minister's absence, the
36 Board of Deacons may provide.

37
38 C. The minister may officiate at all weddings and other religious services at the
39 discretion of the minister except in unusual circumstances. In the absence of the minister
40 approval will be given by the Board of Deacons or Church Council.

41
42 Section 2. Annual Meeting

43
44 There shall be an annual meeting of the church held early in the new year on a date
45 determined by the Church Council. Yearly reports shall be presented by all officers,
46 boards, committees, and auxiliaries at the annual meeting with recommendations for the
47 ensuing year. Officers, boards, or chairs, and committee members shall be elected for
48 the ensuing year or terms of office as provided for in the by-laws. Election and other
49 votes shall be by voice vote or, upon request of any member present, by secret ballot. A
50 simple majority shall elect or determine a question except as otherwise provided by this
51 Constitution or the by-laws.

1
2 Section 3. Special Meetings
3

4 Special meetings of the church may be called by the minister, moderator, or any one of
5 the boards or by the clerk on the written request of five members. Notice for such
6 meetings shall be given at least one week in advance of the date of the meeting by
7 announcement from the pulpit. Notice must also be given by posting on the church
8 website and by email/phone as soon as practicable thereafter. The nature of the
9 business to be transacted shall be stated in the notice; no business other than that
10 stated in said notice shall be acted upon.
11

12 Section 4. Quorum
13

14 Twenty -five voting members or 10% of the membership, whichever is greater, shall
15 constitute a quorum at all meetings of the church.
16

17 Section 5. Decorum
18

19 All meetings of the church shall be conducted under the rules of parliamentary
20 procedure in common use.
21

22 Section 6. Voting
23

24 Voting at all meetings of the church (except the Annual Meeting) may be conducted in
25 person or by email, video conferencing or any other accepted electronic method.
26

27 **ARTICLE XIV - Amendments**
28

29 The Constitution may be amended by a two-thirds (2/3) vote of the members present
30 and voting at the Annual Meeting of the church. Amendments shall be distributed by
31 hand or emailed to the members of the church at least two weeks before said meeting.
32
33
34
35

36 **BY-LAWS**
37

38 **ARTICLE I - Duties of Officers**
39

40 Section 1. Pastorate
41

42 A. The Pastorate, or Ministerial Office, of the Congregational Church of Belmont may be
43 filled by an individual minister, co-pastors, a senior minister and associate (or assistant)
44 or any combination of licensed or ordained clergy that the congregation may approve.
45 Licensed lay ministers may also be called.
46

47 Any minister called must have standing in the United Church of Christ.
48 The minister or ministers shall be called for an indefinite period of time and, upon
49 acceptance of the call, shall become members of the church. The Golden Gate

1 Association shall be invited to sit as an ecclesiastical council for the purpose of
2 installation in accordance with established usages. The terms of the call shall
3 be specified in the call letter. Such terms will include compensation and related terms of
4 employment. (rev.1/23/98)

5
6 B. The Pastorate shall be responsible for the spiritual welfare of the church with the
7 assistance of the Board of Deacons, seek to enlist men and women as followers of
8 Christ; preach the Gospel; administer the sacraments; visit the sick and sorrowing; be
9 available to those who seek counsel; have responsibility for all services of public
10 worship; and administer the activities of the church in cooperation with the various
11 boards and committees. The ministers shall be ex-officio members of all boards and
12 committees.

13
14 C. All functions which are within the general mission of the church but which are not
15 specifically provided herein shall, at the discretion of the pastor(s), be carried out
16 personally or by mutual consent.

17
18 D. The relationship between a member of the Pastorate and the church may be
19 terminated on sixty days notice by resignation or by majority vote of the church at a duly
20 called meeting. The sixty days notice may be reduced by mutual consent.

21
22 E. Pastors serving this congregation may continue their professional practice only as
23 long as they maintain Ministerial Standing within the Northern California Nevada
24 Conference of the United Church of Christ.

25 26 Section 2. Director of Religious Education

27
28 The church may, at its discretion, call a Director of Religious Education upon the
29 recommendation of the Board of Christian Education and subject to the approval of the
30 congregation. Duties shall be coordinated with the Pastorate in consultation with the
31 Board of Christian Education. The director shall be an ex-officio member of the Church
32 Council and of the Board of Christian Education.

33 34 Section 3. Moderator

35
36 A Moderator shall be elected annually from the lay membership of the church; shall
37 preside over all congregational meetings; and shall be chair of the Church Council. In
38 the absence of the Moderator and Vice-Moderator, a member of the pastorate shall call
39 meetings of the congregation and Church Council to order and preside until a Moderator
40 pro-tem shall be chosen; provided, however, that when a special congregational meeting
41 shall concern the ministerial office, the chair of the Board of Deacons, shall preside. In
42 the event that the Moderator is unable to perform the duties of the Moderator, the Vice-
43 Moderator will assume the position of the Moderator. The Church Council will determine
44 if and when a special election will be held.

45
46 After the Annual Meeting, the Moderator may convene all boards, and
47 committees and may read to each board and committee the sections of the Constitution
48 and by-laws pertaining to its respective duties and responsibilities. Where necessary, the
49 Moderator may preside until the board or committee chair is elected and, in the absence
50 of a permanent minister, shall sit as an ex-officio member of all boards and committees.

51

1 The Council will select a Parliamentarian, a Historian, and an Auditor to make sure the
2 operations of the church are managed correctly and preserved as needed.

3
4 After serving two consecutive terms, the Moderator shall be ineligible for re-election for
5 one year.

6 7 Section 4. Vice-Moderator

8
9 A Vice-Moderator shall be elected annually from the lay membership of the church. In
10 the Moderator's absence, the Vice-Moderator shall act in the capacities of the
11 Moderator. The Vice- Moderator shall serve as Chair of the Nominating Committee.

12
13 After serving two consecutive terms, the Vice-Moderator shall be ineligible for re-election
14 for one year.

15 16 Section 5. Clerk

17
18 The Clerk shall be elected from the lay membership of the church. The Clerk shall keep
19 or cause to be kept a careful record of the proceedings of the church and of the Church
20 Council and a register of the members of the church with date and mode of their
21 reception and removal; shall issue or cause to be issued letters of transfer when
22 authorized by the Board of Deacons; shall preserve or cause to be preserved on file all
23 communications, documents, and written official reports; shall give notice of all meetings
24 and conduct such correspondence as pertains to the office and shall receive all
25 resignations from elected personnel of the church and report the same to the Church
26 Council.

27 28 Section 6. Treasurer

29
30 The Treasurer shall be elected annually from the lay membership of the church. The
31 Treasurer shall maintain or cause to be maintained the books of accounts and all
32 financial records of the church as directed by the Board of Trustees; shall make or cause
33 to be made monthly financial reports to the Board of Trustees; shall disburse or cause to
34 be disbursed said funds at the direction of the Board of Trustees or the congregation, as
35 appropriate; shall make or cause to be made an annual written report to the
36 congregation of receipts and expenditures properly audited by the auditor; and shall be
37 an ex-officio member of the Board of Trustees, but may not hold an office thereon.

38
39 The Treasurer may have the assistance of the Church Secretary and a bookkeeper (as
40 assigned by the Trustees and Church Council), to manage some of the tasks of the
41 Treasurer's job.

42 43 Section 7. Financial Secretary

44
45 The Financial Secretary shall be elected from the lay membership of the church for a
46 term of two years. The Financial Secretary shall receive the pledge cards from the
47 Stewardship Committee; shall issue offering envelopes and set up an account for each
48 pledge in a manner as directed by the Board of Trustee; shall receive a weekly written
49 accounting from the Board of Trustees' qualified counters of pledges and offerings
50 whose donors can be identified; and shall record all such moneys and issue quarterly

1 statements to all persons pledging and annual statements to all other identifiable donors.
2 All records of the Financial Secretary are to remain confidential.

3
4 Section 8. Auditor

5
6 The Auditor shall be appointed by the Board of Trustees or Church Council. The Auditor
7 shall audit the accounts of the church and present a report to the Annual meeting. With
8 the approval of the Board of Trustees and Church Council, the Auditor may contract for
9 an independent audit.

10
11 Section 9. Parliamentarian

12
13 The Parliamentarian shall be selected annually from the lay membership of the
14 church either by nomination or by the Church council. The Parliamentarian may attend
15 Council and shall attend congregational meetings and interpret the Constitution and
16 Bylaws as may be required, and shall be chair of any Constitution or Bylaw committee
17 appointed by the Church Council.

18
19 Section 10. Corporate Officers

20
21 The legally elected Moderator of the church shall be the President of the Corporation;
22 the legally elected chair of the Board of Trustees, shall be Vice-President of the
23 Corporation. The legally elected Clerk of the church shall be Secretary of the
24 Corporation; and the legally elected Treasurer of the church shall be Treasurer of the
25 Corporation.

26
27
28 **ARTICLE II - Church Council**

29
30 Section 1. General Duties

31
32 The Church Council shall be an executive body which shall act on behalf of the church
33 membership and implement the directives and programs of the church decreed by the
34 congregational meetings and the by-laws.

35
36 **See Addendum A: Church Council Organization Chart (on page 17)

37
38 It shall be the function of the Church Council to visualize the entire task of the church, to
39 advise the pastor or pastors and officers on the general direction of the church's
40 activities, and to cooperate with them in the formulation of a well-rounded program. The
41 Council shall submit to the Annual Meeting a comprehensive program involving the chief
42 objectives of the church for the new year.

43
44 Section 2. Specific Duties

45
46 It shall appoint a Pastoral Search Committee of nine church members when a vacancy
47 in the pastorate occurs. The Committee shall work in cooperation with the Conference
48 Minister in selection of the new minister.

49
50 It shall review the minutes of all congregational meetings and implement the directives of
51 the church through the proper boards and /or committees.

1
2 It shall appoint voting delegates to the Golden Gate Association of the United Church of
3 Christ and the Northern California Nevada Conference of the United Church of Christ by
4 its second meeting.

5
6 It shall review the progress of the boards and committees of the church and make
7 decisions as are necessary to expedite their work.

8
9 It shall fill vacancies on boards, committees, and elect officers for un-expired terms upon
10 recommendation of the Nominating Committee.

11
12 It shall review the by-laws of the church every four years and offer proposed changes to
13 the congregation.

14
15 It shall hold not fewer than eight meetings during the year. Special meetings may be
16 called by the chair or on request of any five members.

17
18 It shall maintain a list of the Policies and Procedures adopted by the congregation.

19
20 It shall affirm all decisions to fill any permanent staff position (full or part time) that is not
21 subject to a call.

22 23 24 Section 3. Nominating Committee

25
26 The Nominating Committee, with the Vice Moderator as its chair, shall prepare a list of
27 nominations for officers, boards, and committee members for the ensuing year.
28 Nominations shall be presented to the Church Council and posted two weeks in advance
29 of the Annual Meeting. Additional nominations may be made from the floor of the
30 Annual Meeting. During the rest of the year it shall submit to the Church Council
31 nominations to fill vacancies in boards and committees.

32 33 Section 4. Pastoral Relations Committee

34
35 The Pastoral Relations Committee shall be chosen by the Moderator and Minister(s) and
36 be confirmed by the Church Council at the first Council meeting following the Annual
37 Meeting of the church. The Committee shall consist of six members of the church and
38 the Moderator. It shall meet at least quarterly to counsel with minister(s) on a confidential
39 basis on matters pertaining to the ministry. During periods of interim minister leadership,
40 the Interim Minister Search Committee shall serve as the Pastoral Relations Committee.
41 (rev.1/23/98)

42 43 44 Section 5. Policies and Procedures

45
46 The church shall maintain a Policies and Procedures Book or digital file that keeps a
47 record of the church's operating procedures and current policies in effect. The Church
48 Council will assign this responsibility. Policies may be established or modified by
49 Council, a Board or Congregational action, and said action should be updated in the
50 main file.

51

1
2 **ARTICLE III - Duties of Boards and Committees**
3

4 Section 1. General Duties
5

6 The Board Members shall be elected from the lay membership of the church. If a
7 member shall miss two consecutive regular meetings for reasons other than health,
8 travel, or business, the member's place on the board shall automatically be declared
9 vacant and the vacancy reported to the Church Council. Board members in excess of
10 the numbers hereinafter provided may be elected by the Church Council from
11 nominations made by the Nominating Committee for terms specified for it. All boards
12 shall meet at their discretion. Special meetings may be called by the board chair. Ex-
13 officio members shall not vote or be counted as a quorum.
14

15 At its first meeting, each board shall organize by selecting its chair, secretary, and
16 representative to the Nominating Committee. It shall also make assignment of board
17 members to those areas of responsibility given to it.
18

19 Each committee shall be directly responsible to that board under which the committee's
20 duties are hereafter set forth. Each committee shall meet at its discretion and as directed
21 by its respective board. Except as otherwise provided, committee members may be
22 elected by the congregation at the Annual Meeting to serve one-year terms. A Majority of
23 the members of the board or committee shall constitute a quorum. No business may be
24 transacted without a quorum.
25

26 A quorum of any duly called meeting of a board shall be 50% of the specified
27 number of members. If less than 50% are in attendance, all matters of the
28 board, with the exception of monetary matters, can be conducted. All monetary
29 matters will be brought foreword to the Church Council for action.
30

31 Section 2. Duties of Specific Boards
32

33 **A. Board of Deacons**
34

35 The Board of Deacons shall be concerned with the spiritual well-being of the church and
36 shall inaugurate programs to implement this primary goal. The board shall cooperate
37 with the minister in planning the worship services and shall provide ushers, greeters, and
38 furnishings for worship services. The board shall prepare for and be represented at all
39 services of the sacraments of the church. It shall have custody of the communion ware,
40 baptismal font, flower urns, altar linens, and other altar furnishings. It shall provide for
41 the temporary supply of the pulpit in the event of a pulpit vacancy or absence of the
42 minister.
43

44 The board shall seek to enlist followers of Jesus by greeting all persons as they enter
45 the church for worship and visiting prospective members in cooperation with the
46 minister. The board shall discharge those duties concerning membership as set forth in
47 Article VII of the Constitution.
48

49
50 Altar Guild
51

1 The Altar Guild shall consist of one member to be selected by the board as chair and it is
2 recommended that a minimum of four committee members be selected *from those*
3 *interested members of the congregation*. The Altar Guild shall be in charge of floral
4 arrangements and related equipment used in worship services; shall be in charge of
5 decorations for weddings at the request of the Building Use Chair and may assess a
6 regular fee approved by the Board of Trustees for this service; and, in consultation with
7 the minister, Deacons, or Building Use Chair, may appoint a wedding consultant to
8 assist persons planning weddings and receptions in the church.

9
10 **Music Committee**

11
12 The Music Committee shall consist of at least three members. The chair shall be
13 selected by the Board of Deacons and the remainder shall be selected from those
14 interested members of the congregation. The choir director and organist shall be ex-
15 officio members of the committee. The committee shall assist the choir director in the
16 securing of choir members, the choice of music, and the selection of soloists for special
17 services. In the case of a vacancy in the position of choir director or organist, it shall
18 recommend to the Board of Deacons, Board of Trustees and Church Council a qualified
19 musician for either of said positions.

20
21 **B. Board of Trustees**

22
23 The Board of Trustees shall consist of at least five members, which includes the Building
24 and Grounds Chair and four other elected members, one of whom will be selected Chair.
25 The elected Treasurer will be an ex officio member of the Board of Trustees. The
26 Trustees shall have the care and custody of the property of the church and have charge
27 of its financial affairs. However, it shall have no power to buy, sell, mortgage, lease, or
28 transfer real property or borrow money without specific authority from the congregation.
29 Disbursements to pay budgeted items shall be made by the Treasurer according to a
30 priority set by the board. It may approve expenditures for purposes not included within
31 the adopted budget from all church accounts except those accounts designated as
32 special-purpose accounts as described in this section to a limit of \$2500; such
33 expenditures up to \$5,000 must be approved by the Church Council; such expenditures
34 above \$5,000 must be approved by the congregation. No such expenditures for
35 purposes not included within the adopted budget shall be made from funds designated
36 for items of the adopted budget.

37
38 The Trustees will manage the long-term rentals of the Church Building and negotiate the
39 contracts for same, as well as supervision of the single or short-term rentals.

40
41 A minimum of two members of the congregation, trained and approved by the Board of
42 Trustees shall count all moneys received each week by the church, recording amounts
43 and donors on offering envelopes or by listing. Deposits shall be made in a night
44 depository or as directed by the board. Offering envelopes and donor lists shall be
45 handed to the Financial Secretary for recording in such manner as prescribed by the
46 trustees.

47
48 The Board of Trustees, with the approval of the Church Council and the congregation,
49 may designate certain special-purpose accounts held by the church to be administrative
50 accounts. These accounts, which must further the goals of the church, will be managed
51 by an administrator, to be appointed by the Board of Trustees and approved by the

1 Church Council. Disbursements from these accounts will be directed by the
2 administrator and will not require approval from the Board of Trustees, the Church
3 Council or the congregation. Interest accrued by administrative accounts will be
4 assigned to the general fund, and the administrator of each account will be required to
5 provide the Board of Trustees with an annual audit of that account.

6 7 Building and Grounds Committee

8
9 The Building and Grounds Committee shall consist of several members who are
10 selected annually. The chair of the committee shall be a member of the Board of
11 Trustees. The committee shall make an annual survey of the condition of the church
12 properties and make recommendations to the Board of Trustees for repairs and
13 improvements. The committee shall be in charge of all building repairs and
14 improvements and shall supervise the care, upkeep, and improvements of gardens and
15 grounds. The committee shall have charge of all church furnishings and shall take an
16 annual inventory.

17
18 The committee shall be in charge of any new church construction and in the event of
19 major construction the committee may be enlarged for the special project.

20
21 The committee shall see that a custodian or services are employed in consultation with
22 the Board of Trustees and the Church Council. It shall outline the duties of the custodian
23 or services and provide the necessary equipment for the discharge of these duties.

24
25 The committee shall prepare and maintain rules and regulations for the use of the
26 church building and grounds, subject to the approval of the Board of Trustees and
27 Church Council. It shall have charge of the distribution of all keys for the church building.

28 29 30 **C. Board of Christian Education**

31
32 The Board of Christian Education shall consist of at least three members, one of whom
33 shall be selected chair. In co-operation with the pastorate, it shall be charged with the
34 formulation of well-defined objectives and policies of Christian education and shall direct
35 the educational functions of the church. Its responsibilities shall include, but not be
36 limited to, the church school, recruitment, appointment, training, and removal of
37 teachers, youth fellowships and other youth organizations as may come under the
38 supervision of the church, and adult education. It shall supervise the expenditure of
39 funds budgeted for Christian education, oversee the activities of the Director of Religious
40 Education, if one is called, and the Church School Superintendent, if one is elected, and
41 report annually to the congregation.

42 43 Church School Superintendent

44
45 A Church School Superintendent may be selected annually at the annual meeting. The
46 term of office shall be for one year beginning on the following July 1. The Church School
47 Superintendent shall be the administrative officer of the Church School, functioning
48 under the Board of Christian Education. The Board may appoint such assistant
49 superintendents as are required to fulfill the functions of this office. The newly selected
50 Superintendent shall work with the current Superintendent (if any) during the interim
51 period. The Church School Superintendent shall be an ex-officio member of the Board

1 of Christian Education.

2
3 **D. Board of Social Action**

4
5 The board shall consist of at least three members, one of whom shall be elected chair.
6 The board shall study, publicize and promote programs of action in areas of social
7 concern including, but not limited to, social problems, health and welfare, human
8 relations, and non-partisan political matters. It shall be acquainted with the missionary
9 program of the United Church of Christ, both national and foreign, and promote those
10 causes within the church by informing the membership and urging participation by such
11 means as it devises. It shall seek to raise the church's goal for "giving to others" to be
12 an amount equal to one-third of the church's current expense budget, shall approve
13 requests for special offerings within the church, and report annually to the congregation.

14
15 **E. Board of Communications**

16
17 The Communications Board shall consist of an elected chair and some interested
18 members of the congregation. The Board will be in charge of all communications for the
19 church, including the Church Web-site and the Church Calendar, as well as the monthly
20 Messenger and advertising. The Chair will be a member of the Church Council.

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25 **ARTICLE IV Auxiliary Organizations**

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27 All Auxiliary Organizations shall be approved by the Church Council and shall be under
28 its general overview.

29
30
31
32 **ARTICLE V Amendments**

33
34 These by-laws may be amended by a two-thirds (2/3) vote of the members present and
35 voting at any Annual Meeting or at a special Meeting called for that purpose.
36 Amendments to these by-laws shall not diminish the terms of any persons previously
37 elected to boards and committees.

38
39 Revised, February 2017 revisions approved at Annual Meeting.